

Preview

Log-in Instructions & FAQ

Long-Term Care Functional Screen (LTC FS) Clinical Certification Course

QUESTION	ANSWER
1. How can I access the LTC FS Clinical Certification Course for preview (not to actually take the certification exams)?	The LTC FS Clinical Certification Course is available on-line at http://mynursingce.son.wisc.edu/portals/celtc
2. How do I log-in?	<p>!!!Refer page 3 for illustrated instructions!!!</p> <ol style="list-style-type: none"> Go to http://mynursingce.son.wisc.edu/portals/celtc Enter the preview e-mail address and password and either hit the Enter key or click the <i>Log-in</i> button. <p>E-mail address = celtc@dhfs.state.wi.us Password = preview</p> <ol style="list-style-type: none"> Click on the link “<i>Go to Preview Course home page</i>” located in the far right-hand side of the screen under “Center for Excellence in Long-Term Care News.”
3. What if I have problems logging into the course?	If you see an Error message that says, “Sorry we could not identify you,” click the back button on your browser’s tool bar. Then, re-enter the preview e-mail address and password and click Log-in. Remember that the username and password are case sensitive; check that your keyboard Caps Lock is not on.
4. How can I tell if I’m logged in or not?	If you are logged in, you will see “Hello DHFS Preview” in the top red banner, under the four black tabs. If you are not logged in, you will see “Hello Visitor.”
5. How do I get out of the course?	<p>You must Log Off to exit the course. Exiting or closing your browser will NOT log you out of the course. To log off:</p> <ul style="list-style-type: none"> Click on <i>Log off</i>, which is located in the top right-hand corner of your screen.

6. Where are the certification exams?	Since you logged in as a preview user, you do not have access to the exams. To be able to go through the course and take the certification exams you will need to create your own personal account and register for the official certification course. Talk to your supervisor or agency screen lead about this process.
7. Once I'm logged into the course, what should I do?	<p>Once logged in you will see the Preview course home page and "Long-Term Care Functional Screener Training – Preview Course" at the top of the page.</p> <ul style="list-style-type: none"> • Links to <i>Welcome</i>, <i>Course Content</i>, <i>Help</i>, <i>Links and Resources</i>, <i>FAQs</i> and <i>Glossary</i>, will be below. • On the right are links to the 10 modules of the course. • The first thing you should do is click <i>Welcome</i> and read that document for further information.
8. How do I navigate throughout the course?	<ul style="list-style-type: none"> • General: <ul style="list-style-type: none"> ○ There is a scroll bar on the right of the screen to move the text up and down. ○ Whenever a word is <u>underlined</u>, that means it is a link--If you click on the word with your mouse, you will be taken to additional information. To return from these links, hit the Back button of your browser. ○ On the right of your screen are the Program Materials, with links to the 10 modules of the course. • Within the Modules are links to the Instructions, Scenarios, Practice Test Questions and the Answers to the Practice Test. <ul style="list-style-type: none"> ○ Within the Scenarios you may jump from person to person by clicking on their name. You may also click on the "See correct answer" below each scenario to test your knowledge. After completing the scenarios, click on the "Return to Module 1" link located at the top and bottom of the page. ○ Click on "Practice Test" to view and/or print the practice test. Click on "Answers to practice test" for the correct answers and feedback for each question, including references back to the clinical instructions. ○ NOTE: You will need Adobe Acrobat Reader software in order to open the Practice Test and Answers. To download a free copy of the software, go to: http://www.adobe.com/products/acrobat/readstep2.html ○ To return to the Preview Course home page, click on the "Return to Home Page" link.

APPENDIX A

1. Go to <http://mynursingce.son.wisc.edu/portals/celtc> and enter the preview Email address “celtc@dhfs.state.wi.us” and Password “preview” and click *Log-in*.

The screenshot shows the homepage of the Center for Excellence in Long-Term Care Training Portal. The header includes the logo, navigation tabs (Home, Courses, My transcript, My channels), and a search bar. A red banner reads "Center for Excellence in Long-Term Care". Below this, a welcome message is followed by a three-step process: 1. View course list, 2. Select a course, 3. Create user account & register. A sidebar on the left lists options like "Take a course", "Create a free user account", "Check on My Transcript", "Personalize My Channels", and "Contact us". The main content area features a list of benefits, a photo of an elderly woman, and a definition of a "portal". On the right, there is a "Log-in" section with fields for email and password, and a "Center for Excellence in Long-Term Care News" section with a link to "Go to Course home page".

Center for Excellence in Long-Term Care

Welcome to the Long-Term Care Training Portal

1 View course list 2 Select a course 3 Create user account & register

Take a course
Create a free user account
Check on My Transcript
Personalize My Channels
Contact us

The Department of Health and Family Services, Center for Excellence in Long-Term Care, and the University of Wisconsin School of Nursing are proud to present this new continuing education (CE) portal for nurses, social workers and other professionals working in the long-term care field. This portal will help you:

- * Complete courses and receive continuing education credits (CE) at your own pace.
- * Keep track of your courses and print completion certificates.
- * Create your own page with up-to-date news.

To find out how to use this portal, choose what you want to do from the menu on the left. To go directly to the feature use the tabs above.

What is a "portal"?
A web portal is an extensive site on the Internet that acts as an entry point for a large variety of resources and services.

Log-in

Email address:
celtc@dhfs.state.wi.us

Password:

Log-in

Forgot your password?
New member sign-up

Center for Excellence in Long-Term Care News

- Adult LTC FS Course now available! - Go to Course home page

2. Click on the link “Go to Preview Course home page” located in the far right-hand side of the screen under “Center for Excellence in Long-Term Care News.”

This screenshot shows the same portal homepage but for a preview user. The header navigation is identical. The red banner now says "Center for Excellence in Long-Term Care". The welcome message and three-step process remain the same. The sidebar options are also consistent. The main content area, including the benefits list, photo, and "portal" definition, is unchanged. The "Log-in" section is still present. The "Center for Excellence in Long-Term Care News" section now includes two links: "Go to Preview Course home page" and "Go to Course home page". A mouse cursor is shown clicking on the "Go to Preview Course home page" link.

Center for Excellence in Long-Term Care

Welcome to the Long-Term Care Training Portal

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Take a course
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Log-in

Email address:
celtc@dhfs.state.wi.us

Password:

Log-in

Forgot your password?
New member sign-up

Center for Excellence in Long-Term Care News

- LTC FS Preview Course now available! - Go to Preview Course home page
- Adult LTC FS Course now available! - Go to Course home page

Preview Course Home Page

[Home](#) [Courses](#) [My transcript](#) [My channels](#)

Hello DHFS Preview.

[Home](#) > [Course Directory](#) > [DHFS LTC FS Preview \(Hidden\)](#) > [Adult LTC Functional Screener Training \(Preview\)](#)


Adult LTC Functional Screener Training (Preview)


Long-Term Care Functional Screener Training - Preview Course


Registration for this course is not required.

This is a "preview" of the actual Functional Screener Training course. No certification exams are contained within. If you need to take the actual certification course, contact your supervisor or agency "Screen Lead" for assistance.


[Welcome](#)


[Course Content Compilations](#)


[Help](#)







[Links and Resources](#)


[Frequently Asked Questions \(FAQs\)](#)


[Glossary](#)

Program Materials

You are registered for this program.

-  [Module 1p: Overview of the Adult LTC Functional Screen](#)
-  [Module 2p: Target Groups](#)
-  [Module 3p: Demographics](#)
-  [Module 4p: ADLs and IADLs](#)
-  [Module 5p: Diagnoses](#)
-  [Module 6p: Health-Related Services](#)
-  [Module 7p: Communication and Cognition](#)
-  [Module 8p: Behaviors/Mental Health](#)
-  [Module 9p: Risk](#)
-  [Module 10p: Completion of the Adult LTC FS](#)

Module 1

[Home](#) [Courses](#) [My transcript](#) [My channels](#)

Hello DHFS Preview.

[Home](#) > [Course Directory](#) > [DHFS LTC FS Preview \(Hidden\)](#) > [Adult LTC Functional Screener Training \(Preview\)](#) > [Module 1p: Overview of the Adult LTC Functional Screen](#)

Module 1p: Overview of the Adult LTC Functional Screen

Estimated Completion Time: 1 hour 30 minutes

Purpose: This module provides an overview the Adult Long-Term Care Functional Screen (LTC FS), its history and purposes.






Objectives: Upon completion, you should be able to:

- Explain how the LTC FS is to be administered, by whom, and in what manner.
- Utilize strategies for minimizing identified screen limitations.
- Accurately document fluctuations in peoples abilities and long-term care needs.
- Recognize when the services of a medical professional are needed to properly complete the health-related sections of the LTC FS.

To begin: Click on "Instructions" listed in the right column under Course Materials. After reading the Instructions, use the virtual Scenarios and/or check your understanding with the Practice Test. When you are ready, begin the certification Exam. You must pass the Exam before being able to move onto the next module.

Course Materials

You are registered for this course.

-  [Instructions](#) - (Opens in new window)
-  [Scenarios](#)
-  [Practice Test Questions](#) - (PDF, 11 KB)
-  [Answers to Practice Test](#) - (PDF, 28 KB)
-  [Back to Home Page](#)